

TIPS ON MAINTAINING A HEALTHY

Work-Life Balance

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Singapore ranked

32/40
for work-life
balance

Second
most
overworked
city in the world



Effects of burn-out

Feeling **exhaustion**

Feeling **negativism**
to one's job

Increased mental distance
from one's job

Reduced professional efficacy

Not having a healthy balance can result in the deterioration of our physical, emotional and professional functions.

Tell-tale signs and symptoms

Tired even before getting to work?



Guilty for not spending enough time with loved ones and yourself?

Worn out more than usual at the end of a work day?

Easily emotional
(crying, getting angry and irritable) for no apparent reason?



Difficult seeing meaning and value of what you do?



Losing sense of achievement?

Emotionally drained most of the time?

Resentful about work?

Disconnected from colleagues and work tasks?

How to improve your work-life balance?

Practice the 3Rs

Recognition

Recognise that you need a change

Reversal

Take actions to reverse bad WLB effects

Resilience

Develop resilience in the face of stressors

Strive towards a better balance



Work
within your stipulated hours



Develop
a schedule with breaks and work



Dedicate
a workspace free from distractions



Schedule
in physical activities



Maintain
connection with colleagues

Know someone who is struggling? You can help.

- Convey your full presence by listening attentively and without judgement
- Let the person know they are safe in sharing their emotions
- Allow them to ventilate and express their emotions
- Check in on them from time to time
- Encourage them

